

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans



Classification: ACCOUNTING OFFICER (SPECIALIST) (\$3841 – \$4670)
Permanent, Full Time
Two (2) Positions Available

Location: Department of Veterans Affairs
VHC Accounting Office
Sacramento Headquarters

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY. Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view other examinations offered by the State Personnel Board at www.spb.ca.gov.

The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".

Duties and

Responsibilities: Under general supervision of the Accounting Administrator I, the incumbent will perform the following duties:

- Reviews, analyzes, and prepares all invoices pertaining to contracts for all of the Veterans Homes, including all Outside Medical invoices. This includes auditing complex invoices for accuracy, completeness and conformity to SAM, Board of Control rules, government code; and complies with multi-year contracts and installment provisions. Analyzes all related expenditure and verifies proper encumbrance information is being used both in General Funds and Federal Funds as needed; corresponds with vendors and assignees regarding questions or problems with paying invoices; communicates with program staff and the State Controller's Office for pertinent information regarding items under contract/installment and problem resolution. Compiles invoices into claim schedules in accordance with State Controller's Office requirements. Verifies vendor information in MEDITECH and CALSTARS. Prepares input documents for CALSTARS and enters into system. Prepares portions of accounts payable accruals at fiscal year-end.
- Detailed analytical review of all employee's Travel Expense Claims. Communicate with employees both orally and through written means to resolve travel related questions and issues arising from processing TEC's. Requests documents or forms to complete the processing of claims.
- Prepare accounting entries for CALATERS and CALSTARS; identify and research erroneous accounting entries and take the necessary corrective action. Enter accounting data and batches in CALSTARS, ensuring the proper usage of transaction codes and the propriety of transactions and coding documents.
- Assists in developing the Travel Procedure Manual and training Veterans' Homes employees on CALATERS and travel procedures.
- Responsible for reviewing and updating improvements to the policies and procedures for the Accounts Payable Unit.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 404
Sacramento, CA 95814

Attn: Vicki Jukich, Ref: M80#065-08/09 & M80#075-08/09

Inquiries:

Voice: (916) 653-2535
TDD: (916) 653-1966

In Line #12 on the State Application, you must reference M80#065-08/09 & M80#075-08/09 and clearly indicate your basis of eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Nov. 7, 2008

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERAN AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST